



VACANCY ANNOUNCEMENT
June 6, 2012

Graphic Designer

The Kansas Secretary of State's office is hiring a Graphic Designer to serve in our Public Affairs department. This position will be responsible for the design and production of a wide variety of graphic arts materials to meet specific interoffice and public needs. This person will also play a significant role in the design, creation and maintenance of agency forms, printed materials and web content.

Work Examples

Web Design

- responsible for the appearance and usability of agency websites
- assist in the development and maintenance of content for agency websites

Layout Design

- assist with the creation and maintenance of agency forms and printed materials
- assist with the publication of agency newsletters and publications

Graphic Design

- responsible for the development and maintenance of a brand image for the agency
- participate in the conceptualization, design and production of a wide variety of graphic arts materials and projects

Job Requirements

- Bachelor's degree in graphic design or a closely related field (substantial history in a similar line of work may be substituted for educational requirement)
- Demonstrated proficiency with Adobe Creative Suite software

Preferred Skills

- Outstanding written communication and organizational skills
- Ability to work effectively with a variety of personalities and position levels as well as independently
- Willingness to initiate, follow through, and work issues from inception to completion
- Experience leading projects and thinking creatively in order to solve problems

Salary

Starting salary for this position is: \$16.83/hr (\$35,006.40/yr)

Application Deadline

The deadline to submit all application materials is **5:00 pm, Friday, June 22, 2012.**

Application Requirements (3)

1. **Resume** – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered.
2. **[Kansas Secretary of State Employment Application](#)** – To complete an application online, or to obtain a copy for mail, fax, e-mail or hand delivery, visit us [online](#).
3. **Portfolio** (containing examples of design work) – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered. If available please include an example of a form, a website template, and a brochure.

Employment Philosophy

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

Contact Information

For information regarding your application or the application process please contact Mike Brassel.

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